

Chapter 1 About FASTDATA



Overview

Fund Administration and Standardized Document Automation (FASTDATA) manages, tracks, and provides reports for the allocation of funds. The Site Module is one of two modules that make up the FASTDATA application; the other is the Fund Administrator (FA) Module.

FASTDATA allows users to generate standard source documents and satisfy accounting requirements at both the FA and site levels, providing users with automated accounting record keeping and source document creation and capture of cost-tracking information.

The FA establishes the financial framework (FF) and exports the FF to the site, enabling requisition entry and document origination. The FA Module allows FAs to control fund allocation and security, as well as to define and monitor the spending patterns of sites. The FA Module can interface with external systems, such as BUD, the Naval Reserve Budget System. The FA also has the capability to interface with multiple external systems, such as the official accounting system, STARS-FL.

The Fund Administrator exports the FF to the site. Sites import the financial framework into the Site Module, and export site data to the FA for import into the FA Module. Data transfers can be by diskette or electronic transfer, using electronic mail. With the necessary equipment, software, and procedures, the FA can electronically transmit FASTDATA import and export files to other interfaced systems, such as accounting and budget.

This user's manual discusses the composition and functions of the graphical user interface (GUI)/Windows® operating system version of the FASTDATA Site Module. Although the look-and-feel of the GUI/Windows® application differs greatly from the MS-DOS-based version, its purposes and functions essentially remain the same.

The Site Module organizes, by options selectable from various menus on the main Site Module window, the many processes that a site user performs. As an example, from the **File** menu, a user can choose to create new documents; display, update, accept, amend, cancel, and reinstate documents; and initiate the contract, expenditure, and receipt processes. Other menus allow the Site Module user to view the various reports associated with a site, access the address book, maintain credit card data, import and export data, access the external interface options, and perform quarterly and year-end processing.

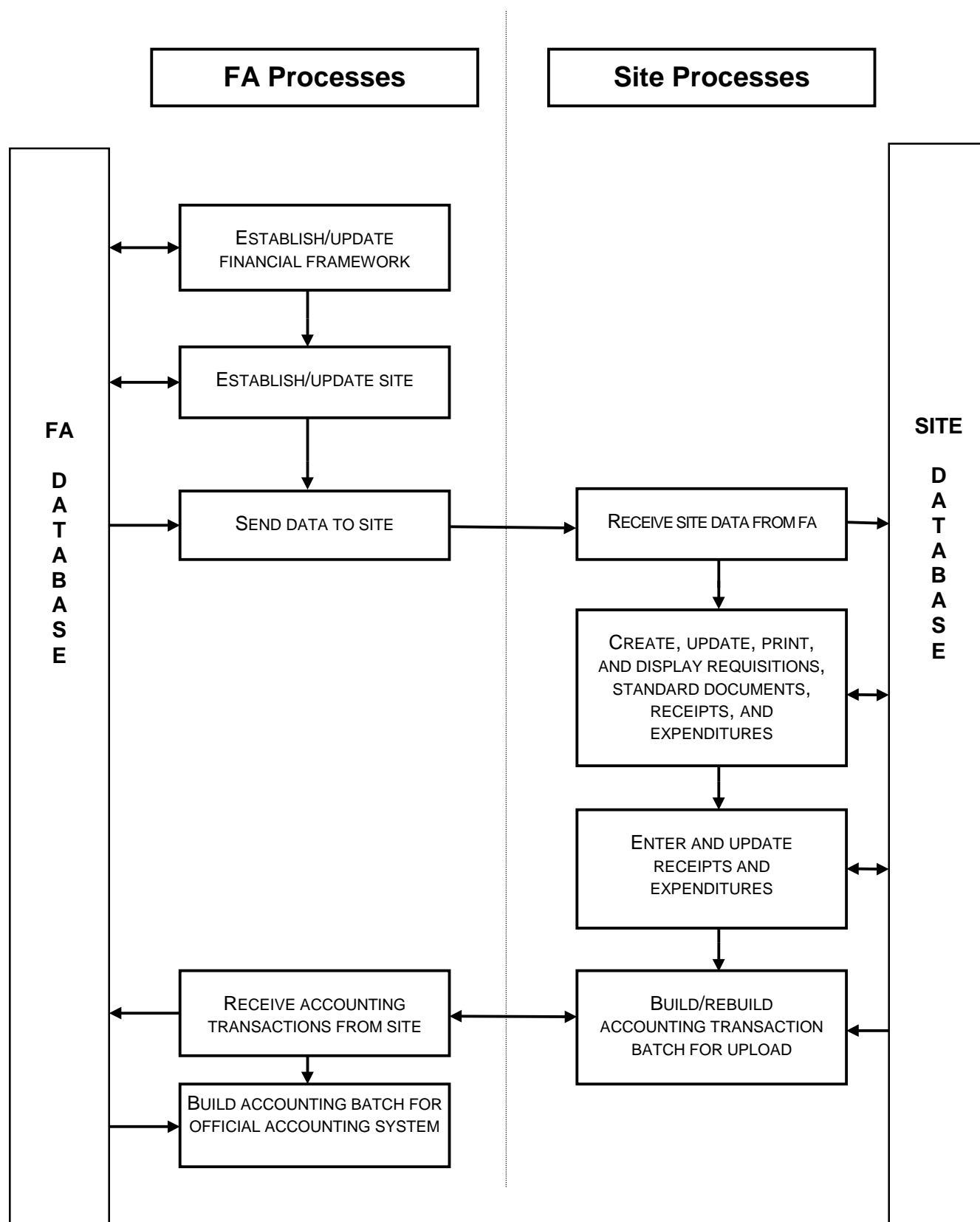
Purposes of the FASTDATA Application

The FASTDATA application performs the following functions:

- Automates and standardizes accounting record keeping
- Automates the creation of source documents and capture of cost tracking information
- Captures accounting transactions at the source
- Automates document control logs and memorandum records
- Provides information regarding funds management at the local user level
- Automatically generates accounting transactions and document number assignments

- Eliminates redundant data entry, input errors, and duplicate documents and obligations
- Automates the bookkeeping associated with the maintenance of site records
- Provides import and export capabilities for obligations, job orders, expenditures, and authorizations
- Improves the accuracy and timeliness of accounting data
- Provides up-to-date status of available funds
- Does not require advanced knowledge of accounting and accounting system procedures
- Does not require connection to the mainframe accounting system
- Can interface with supply, accounting, budget, and travel systems
- Allows the FA to control a site's access to documents and menu options

Figure 1.1 depicts the interaction between the FA and Site modules for basic processing.

**Figure 1.1 FA and Site Basic Processing**

The Financial Framework

The FA uses the FASTDATA FA Module to establish and maintain the financial framework that controls and accounts for allocated funds. The financial framework determines the operating targets (OPTARs), authorizations, job order numbers (JONs), and document serial numbers each site can use. The line of accounting (LOA) printed on standard documents also is defined in the financial framework. The financial framework consists of responsibility centers (RCs), sites, OPTARs, authorizations, and JONs.

Responsibility Centers

An RC is an organizational unit responsible for management of funds granted by Resource Authorization NC2168-1 and NAVCOMPT 372. The FA assigns RCs for different types of funds, such as O&MN or OPN. An FA can have more than one RC. For an FA, RC is the highest level at which funds are summarized in FASTDATA.

Sites

The financial framework includes divisions called “sites,” a unit unique to FASTDATA. A site can be a geographical location, an activity, a department, a division, an office, or some combination of these from which an OPTAR or numerous OPTARs are managed. In practice, a site is a personal computer (PC) or local area network (LAN) where the FASTDATA Site Module for one or more OPTARs is installed. One PC can contain multiple sites. The FA should place a PC or LAN with the FASTDATA Site Module wherever transactions affecting an OPTAR’s status of funds originate. If an activity has departments in separate offices generating transactions of a different nature, the FA can establish separate sites to manage the different OPTARs. If FASTDATA LAN access is available, both sites can reside on the same machine. In a LAN setting, multiple Site Module users can access the same application and perform the functions that correspond with their respective OPTARs.

OPTARs

An OPTAR, either direct or reimbursable, identifies the funding issued by the operating budget (OB) holder to a site to manage procurement of materials or services. An OPTAR is a broad funds management category that generally tracks funds of a similar nature. For a site, an OPTAR is the highest level at which funds are summarized in FASTDATA.

Authorizations

Authorizations reflect the planned amount for a particular purpose or the amount of funds allocated to an OPTAR holder to accommodate a particular budget requirement (line item). Authorizations are established for labor or non-labor purposes. An OPTAR may have several authorizations. Authorizations also are known as BUD lines in the COMNAVRESFOR budget system.

The FA may set fences and ceilings when creating authorizations. A fence is set on an authorization to ensure those funds can only be obligated by that authorization and cannot be used by other authorizations within the OPTAR. A ceiling is placed on an authorization to ensure obligations exceeding these funds cannot be incurred against the authorization. If no ceilings or fences are placed on authorizations within an OPTAR, the site may obligate the total of OPTAR funds without restriction.

Job Order Numbers

JONs provide for the accumulation of costs within a fiscal year. Each JON reflects the cost of materials or services incurred on individual transactions (documents) for a particular purpose. An authorization can have several JONs. Within the same OPTAR, one job order may be associated with both a labor and a non-labor authorization.

Two parallel financial frameworks exist in FASTDATA. One directly includes the RC and the other does not. The FA's view of the financial framework emphasizes the RC concept since the RC is an integral part of the FA design for reporting to the Official Accounting System. A site is more concerned with OPTAR authorizations since OPTAR reporting is an integral part of site reporting to an FA.

Establishing the financial framework for a site can be partially automated by importing information from the official accounting system and from BUD. BUD can send OPTARs and authorizations, while the official accounting system can send JONs. Users also can manually enter the OPTARs, authorizations, and JONs into FASTDATA without using financial framework data exported from BUD and the official accounting system.

After the FA establishes the financial framework and creates the site(s), the FA can transfer the pertinent data, such as the financial framework and user security information, to the sites. The following figure depicts the funds hierarchy in FASTDATA.

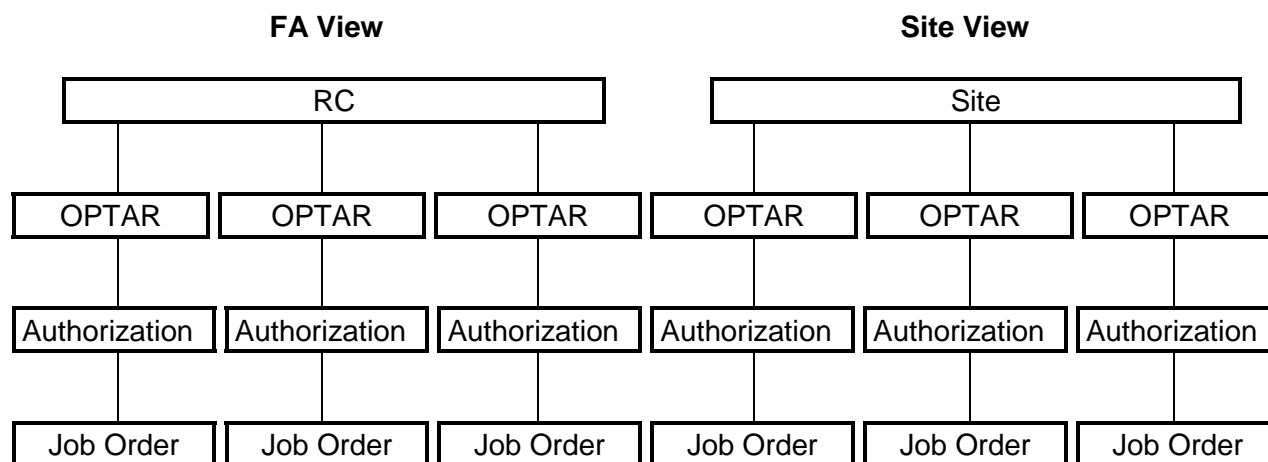


Figure 1.2 Funds Hierarchy

The FASTDATA Site Module

After the Site Module software is installed and the FF is received from the FA, the Site Module user is able to create new source and memorandum documents and initiate any of the other processes available from the application, provided the user has the proper access rights. Document serial numbers, within the range allocated by the FA for each site, are automatically incremented so that no number is missed or duplicated.

The FA has the capability to require that funds be available before a source document is issued. This is accomplished in the FA Module by setting the **Check for Funds** indicator on an OPTAR to either **Y** or **N**.

Within the Site Module, the user may view or print any source document or memorandum associated with the site. The user may also enter data pertinent to the acceptance, receipt, cancellation, and disbursement of transactions. Documents that a Site Module user may generate include both accounting and non-accounting source and memorandum documents. Additionally, the Site Module user can record data for documents created off-line where goods or services have already been received.

An OPTAR affecting document, also referred to as an accounting document, is any standard document, labor entry, or MILSTRIP requisition that affects the balance of an OPTAR, authorization, and JON by increasing or decreasing the balance available to spend and thereby increasing or decreasing the obligation amounts. The following documents are OPTAR affecting documents in FASTDATA: DD1348, DD1348-6, NC2275, NC2276, DD282, DD1556, DD1610, NAVPERS 1320/16, DD1149, DD448, SF1164, SF44, Fuel Chit, Miscellaneous Document, GSA Document, and labor entries.

A non-OPTAR affecting document, also referred to as a non-accounting document, does not affect the balance of an OPTAR. Within FASTDATA, these documents include the SF1034, DD1131, and NC2061.

All FASTDATA source and memorandum documents are created at a site. All documents except the DD1348, DD1348-6, DD1149, DD282, SF44, and Fuel Chits can have multiple accounting classification reference numbers (ACRNs). As documents are entered into FASTDATA, obligations are charged to the applicable JON on individual transactions and rolled up into the appropriate authorization and OPTAR. These balances are maintained throughout FASTDATA to allow for funds availability checks each time a new document is created.

When the site is ready to export data to the FA, FASTDATA automatically groups and codes transactions to conform to various accounting standards. This detailed transaction information and the site's summary data, such as status of funds, last document number used, and so on, are then exported to the FA.

Site External Interfaces

Automated Supply System

The uniform automated data processing system (UADPS) is a Navy supply system that orders material based on standard DD1348 Military Standard Requisitioning and Issue Procedure (MILSTRIP) input. Because the FASTDATA Site Module is the point of entry for DD1348s, an interface to send the requisitioning data to UADPS was developed to allow materials to be ordered without duplicate entry of data.

Inbound Interface

The inbound interface is designed to receive, at the site, accounting transactions from external systems—for example, purchase and reconciliation information system (PARIS), formerly known as express purchase (XP), or automated travel order system plus (ATOS*Plus*). The

interface imports any valid *B1* transaction that has an existing FF in FASTDATA. Therefore, controls established by the FA are applied to each inbound transaction.

Security

FASTDATA operates in an unclassified environment and classified security is not a consideration; however, in accordance with Executive Order 9397, Privacy Act of 1974, and DOD Directive 5200.28, Security Requirements for Automated Information Systems, certain safeguards and requirements are established to protect FASTDATA software and hardware.

Because FASTDATA is a highly decentralized system, it places the burden of automated data processing (ADP) security on each individual user. The overall responsibility for system security rests with each Fund Administrator, who is designated the Information Systems Security Officer (ISSO) for FASTDATA. FAs should familiarize themselves with DOD Directive 5200.28 to ensure compliance with security requirements. Because every attempt should be made to provide adequate physical security to prevent unauthorized access to the data and to ensure data integrity, the FA is responsible for the implementation of these requirements at each site. This responsibility may be delegated to the organization's ISSO, when available.

References

The following references apply to FASTDATA:

- Military Standard Department of Defense (DOD) Automated Information Systems (AIS) Documentation Standards, DOD-STD-7935A, October 31, 1988
- DOD Directive 8120.1, Life-Cycle Management (LCM) of Automated Information Systems (AISs), January 14, 1993
- DOD Instruction 8120.2, AIS LCM Process, Review, and Milestone Approval Procedures
- Navy Comptroller Manual (NAVCOMPT), Volume 2 and 3
- NAVSO P-437, July, 1991
- NAVSO P-485, February, 1991
- NAVPUB Instruction 5605.20B, January, 1981
- DOD Directive 5200.28, March 21, 1988
- NAVSO P-3006, May, 1987